



OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE

WASHINGTON, D.C. 20301

COMPTROLLER

July 28, 1982

ADMINISTRATIVE INSTRUCTION NO. 30

SUBJECT : Building Security for the Pentagon

References: (a) DoD Directive 5210.46, "DoD Building Security for the National Capital Region, " January 28, 1982
(b) DoD Directive 5110.4, "Washington Headquarters Services," October 1, 1977
(c) Title 50, United States Code, Section 797
(d) OSD Administrative Instruction No. 61, "Keylocks, Combinations, and Security Containers for the Office of the Secretary of Defense," February 3, 1982

A. PURPOSE

This Instruction implements reference (a), assigns responsibilities and prescribes procedures for the administration of the security program of the Pentagon building, Arlington, Virginia (hereafter "Pentagon").

B. APPLICABILITY AND SCOPE

This Instruction applies to the Office of the Secretary of Defense (OSD), the Military Departments, the Organization of the Joint Chiefs of Staff, and activities supported by the Washington Headquarters Services (WHS) (hereafter referred to as "DoD Components"), occupying space in the Pentagon.

C. POLICY

1. The Public Building Semite, General Services Administration (GSA), shall provide normal protection for the Pentagon, its occupants, and government and private property. In space assigned to tenant agencies, the use of additional Federal Protective Service Officers (FPSOs) and the protection of property, and the installation, operation, and maintenance of alarms and other security devices are the responsibility of the occupying DoD Component.

2. Security services that are the responsibility of the DoD Component may be provided by GSA on a reimbursable basis. Requests for these services shall be coordinated with and transmitted through the Pentagon Area DoD Building Administrator to the Director, WHS. All requests for additional security services or security construction shall be accompanied by a detailed justification statement.

D. PROCEDURES

Procedures for Pentagon security are at enclosure 1.

E. RESPONSIBILITIES

1. The Director, Washington Headquarters Semites, under DoD Directive 5I10.4 (reference (b)) shall provide overall administration and coordination of building security matters and resolve any conflicts that may arise.

2. The Director, Space Management and Services (SM&S), WHS, or designee, the Director, Physical Security Division (PSD), shall implement the Pentagon security program, and shall:

a. Devise and enforce physical security plans and procedures that are appropriate and consistent with DoD policy and regulations.

b. Promulgate and post physical security regulations, in accordance with 50 U.S.C., Section 797 (reference (c)).

c. Monitor the physical security status of the Pentagon and take appropriate action to remedy unsatisfactory conditions. within assigned areas of responsibility.

d. Coordinate the Pentagon security interests of tenant Components.

e. Maintain liaison with the GSA FPSO.

f. Evaluate the effectiveness of the Pentagon's physical security and recommend changes when warranted.

g. Provide special instructions to the Pentagon FPSO, as required.

h. Regulate the introduction and use of photographic equipment in and around the Pentagon.

i. Monitor the execution of Pentagon admittance procedures to include the establishing of security hours.

j. Schedule the destruction of classified waste; supervise the operation of the Pentagon pulping plant and incinerator; and arrange for the transportation of nonculpable-classified waste to the incinerator.

3. Heads of DoD Components shall follow the procedures contained in enclosure 1.

F. EFFECTIVE DATE

This Instruction is effective immediately.



D. O. Cooke
Deputy Assistant Secretary of Defense

Enclosure - 1

Procedures for Pentagon Security

B. DISPLAY OF AUTHORIZED IDENTIFICATION

1. Each individual, military and civilian (except officials listed in subsection B.2., below), shall show his or her DoD building pass or other authorized identification when entering the building. Additionally, DoD passes shall be displayed visibly on outer clothing at all times between 1800 and 0700 hours, Monday through Friday, all day on Saturdays, Sundays, and holidays, or at the direction of the Director, WHS.

2. The following officials are not required to display building passes, except as requested by FPSOs uncertain of their identity:

- a. Secretary of Defense.
- b." Deputy Secretary of Defense.
- c. Under Secretaries of Defense.
- d. Secretary of the Army.
- e. Secretary of the Navy.
- f. Secretary of the Air Force.
- g. Chairman, Joint Chiefs of Staff.
- h. Chief of Staff, Army.
- i. Chief of Naval Operations.
- j. Chief of Staff, Air Force.
- k. Commandant, Marine Corps.
- l. Assistant Secretaries of Defense
- m. General Counsel of the Department of Defense.
- n. Assistants to the Secretary of Defense.
- o. Under and Assistant Secretaries of the Military Departments.
- p. Vice Chief of Staff, Army.
- q. Vice Chief of Naval Operations.
- r. Vice Chief of Staff, Air Force.
- s. Assistant ~~Commandant~~, Marine Corps.

3. The Director, PSD, shall provide FPSO posts at authorized entrances with books containing photographs of officials listed in paragraphs 2a. through s. above. DoD Components shall inform the Director, PSD, promptly of personnel

changes in the above cited positions to permit withdrawal of photographs of departed officials, and shall subsequently provide photographs of new appointees.

C. ISSUANCE AND CONTROL PROCEDURES FOR DoD BUILDING PASSES

1. The Director, PSD, is responsible for the issuance of DoD building pass forms and for the maintenance of related records.

2. DoD Components in the Pentagon shall designate officials to be responsible for requesting building passes for personnel of their respective activities. One completed signature card (DD Form 577) for each requesting official shall be forwarded to the Director, PSD, Attention: Building Pass Branch. Designated requesting officials shall:

a. Obtain an adequate but not excessive supply of DD Forms 2249 (DoD Building Pass Request) in bulk from the Building Pass Branch located in Room 1B-873. This form shall be used to request issuance of DoD building passes (permanent and temporary).

b. Instruct personnel in completing the DD Form 2249. The last name of the individual being issued a pass shall be listed first on the pass application, and capitalized.

c. Make a proper determination as to the type of building pass to be issued and the building to which access is required. The issuance of passes permitting access to more than one DoD-occupied building shall be closely controlled and shall be authorized only when fully justified by requesting officials.

d. Sign forms as requesting official and direct the individual to hand-carry the request to the Building Pass Branch, Room 1B-873.

e. Establish necessary procedures within the DoD Component to assure collection of permanent and temporary building passes upon termination of employment. However, a DoD employee transferring from one DoD activity to another within the NCR may retain his or her pass, and its accountability shall be assumed by the gaining DoD Component. The gaining activity shall then determine if a change is to be made as far as access is concerned and, if necessary, request a new pass reflecting current access requirements. In addition, the losing DoD Component shall notify the Building Pass Branch in writing of the transfer.

f. Forward collected and expired building passes to the Building Pass Branch twice monthly for cancellation. Returned permanent passes shall be accompanied by an alphabetical listing (last name, first name, and middle initial) as well as the building pass number.

g. Assure that applications for passes are submitted within 2 weeks from date of initiation.

D. EXPIRED BUILDING PASSES

Expired building passes picked up by FPSOS shall be retained. Upon request, the FPSO shall provide a receipt for the expired pass. At this time, a representative from the passbearer's DoD Component shall be requested to meet and escort the individual into the building to obtain a new pass.

E. ADMITTANCE AND DEPARTURE REQUIREMENTS

1. Authorized building passes, identification cards, or escorts are required to gain admittance to and remain within the Pentagon. This requirement does not apply to recognized exempted officials listed in subsection B.2., this enclosure.

a. "From 0700 to 1800 hours, Monday through Friday, except holidays, a valid DoD building pass or a photographic identification card issued by a U.S. Government agency is required to gain access to the building.

b. From 1800 to 0700 hours, Monday through Friday, and all day on Saturdays, Sundays, and holidays, a permanent or temporary DoD building pass annotated "PENTAGON" or "ALL DOD" or credentials from the agencies listed in paragraph A.2.e., this enclosure, is required for admittance. DoD personnel possessing a DoD building pass for a building other than the Pentagon and military personnel possessing an active duty identification card (DD Form 2A) shall be authorized entry after the FPSO at the entrance has contacted the office to be visited and received approval for the individual to enter. The FPSO, upon receiving approval, shall issue the person a nonescort-type visitor pass and require the individual to sign the visitor register.

2. Admittance to restricted or security areas within the Pentagon shall be in accordance with the security procedures prescribed by the tenant Component.

3. During normal duty hours (0700 to 1800 hours, Monday through Friday, except holidays) persons having official business to transact and other visitors who do not possess a DoD building pass or a valid U.S. Government photographic identification card shall be admitted only after approval of the office to be visited. Such persons shall be met at the entrance by a representative of the office to be visited, escorted while in the building, and escorted out of the building at the conclusion of the visit. During other than normal duty hours, the visitor shall also be issued an escort-required visitor pass and shall be required to sign the visitor register.

4. Visitors accompanied by any of the exempted officials listed in subsection B.2., this enclosure, shall be permitted to enter or leave the building without being required to sign the visitor register and may be issued nonescort-type visitor passes, if requested.

5. Only holders of permanent DoD building passes, annotated "PENTAGON" or "ALL DOD" are permitted to escort visitors.

6. Group admittance required for the purpose of attending functions sponsored by DoD Components may be arranged by the head of the DoD Component concerned who submits an official written request to the Director, PSD, Directorate

of SM&S, WHS. All such requests shall include a roster of the personnel to be admitted, specify the entrance to be used, where the function is to be held, and the name or names and telephone extensions of the person who shall serve as escorts. These requests must be submitted well in advance of the event to ensure enough time for processing.

7. Departing visitors shall surrender their temporary visitor pass to the FPSO at point of issue. Persons departing the Pentagon between 1800 to 0700 hours who were not issued a visitor pass and who are escorted by a holder of a valid permanent DoD building pass annotated "PENTAGON" or "ALL DOD" need not sign the visitor register.

8. All visitors shall be the responsibility of the DoD Component requesting admittance. This includes instructing nonescort visitors in the proper display and disposition of the building pass. --

9. Admittance to interior roads of the Pentagon shall be permitted only for vehicles displaying authorized permits or those cleared for access by the Central Parking Control Office, Office of the Pentagon Area DoD Building Administrator, in coordination with the Director, PSD, or by the GSA Building Manager, Pentagon Field Office. From 0700 to 1800 hours, Monday through Friday, except holidays, FPSOs shall maintain a written log of all entering and departing vehicles not displaying authorized permits. From 1800 to 0700 hours, Monday through Friday, and all day Saturdays, Sundays, and holidays, FPSOs shall maintain a written log of all vehicles entering and departing Pentagon interior roads.

10. All vehicles entering and departing inner roadways of the Pentagon are subject to search and inspection by the FPSO.

F. PROPERTY INSPECTION AND CONTROL

1. General. All property, brief cases, packages, and other containers being removed from the Pentagon are subject to inspection by the FPSO.

2. Property Pass (GSA Optional Form 7)

a. A property pass is required to remove U.S. Government property from the building that is not covered by a bill of lading or invoice. A property pass is also required to remove personal property not accompanied by a sales document or not readily identifiable as such.

b. The GSA Building Manager and the head of each DoD Component having a requirement to issue property passes shall furnish the Director, PSD, with specimen signatures on DD Form 577 (signature card), in duplicate, of persons authorized to authenticate property passes. The number of persons so authorized must be kept to the absolute minimum, consistent with operating efficiency. Signature cards automatically expire 3 years from date of issue. Each issuing activity is responsible for assuring that these cards are maintained in a current status. No person may issue his or her own property pass. The name of the authenticator **must** be typed or printed in item 8 of Optional Form 7. Only original pen and ink signatures are acceptable. Facsimile signatures will not be honored. All signatures must be in black ink to ease reproduction.

c. Extended property passes may be issued for periods not exceeding 6 months and, in addition to being signed by an authorized person, must be countersigned by the Director, PSD, or designee.

d. Packages containing classified material that are removed from the Pentagon must be accompanied by a properly authenticated property pass or official courier appointment documentation (courier badge, courier letter, or similar instrument). When a property pass is used, the following caveat shall be typed in item 4 thereof: "CONTENTS CLASSIFIED - NOT SUBJECT TO INSPECTION." Confirmation may be obtained by calling the authenticator at extension 1? The FPSO may then call the authenticator and confirm the legitimacy of the pass. If confirmation is obtained, the container may be removed without inspection of the contents. If confirmation cannot be obtained, the authenticator shall be requested to come to the building exit and take possession of the package. Courier documentation may also be verified in the same manner by calling the telephone number cited on the documentation.

G. MOVEMENT AND DELIVERY OF EQUIPMENT AND SUPPLIES DURING OTHER THAN NORMAL DUTY HOURS

DoD Components anticipating movement or delivery of equipment and supplies by way of the Pentagon loading dock facilities during other than normal duty hours (0700 to 1800 hours, Monday through Friday, except holidays) must coordinate such movements with the PSD. The DoD Component involved shall submit a memorandum containing the date, time, name or names, and telephone numbers of the project officers and commercial firms involved. The DoD Component concerned remains responsible for arranging with the GSA building manager for elevator service, if required. Notification shall be furnished in advance to permit an orderly arrangement of necessary accommodations to include reimbursement for police coverage for extended periods. Failure to make prior arrangements could result in costly delays for the activities concerned.

H. REPORTING THEFTS AND LOSSES OF GOVERNMENT OR PRIVATE PROPERTY, OR BOTH.

All thefts and losses of government or private property, or both, occurring within the Pentagon must be reported immediately to the FPSO by calling extension 74151. Losses resulting from inventories must be reported as such.

I. REPORTING UNUSUAL OCCURRENCES

All unusual occurrences, such as threats against government officials, demonstrations, civil disorders, breaches of security, suspicious activities, and all incidents involving unattended or exposed classified material shall be reported to the Director, PSD, by calling extension 55052. The Director, PSD, when appropriate, shall notify the security element of the tenant Component concerned of the incident.

J. DOOR KEYS

Security managers of occupying Components (except OSD elements) may submit requests for door keys through their respective administrative offices to the Office of the DoD Building Administrator, Pentagon. Security managers of OSD elements shall submit such requests in accordance with OSD Administrative Instruction No. 61 (reference (f)).

K. CAMERAS

Cameras are prohibited in the Pentagon, except as follows:

1. Official DoD photographers assigned to duty in the building may obtain photographer passes upon written request from the security officer of the DoD Component concerned to the Director, WHS, Attention: PSD.

2. Professional (including press) photographers (except members of the White House News Photographers' Association possessing White House passes), when cleared by the proper public affairs office, may be issued a one-trip photographer pass. These passes must be countersigned by the Director, PSD, or designee, and issued by the Office of Assistant Secretary Defense (Public Affairs) which shall assume responsibility for the photographers' presence and actions in the Pentagon.

3. Members of the White House News Photographers' Association who possess White House passes are permitted to bring in and use photographic equipment from 0700 to 1800 hours, Monday through Friday, except holidays. At all other times, the provisions of subsection K.Z., above, apply.

4. Official GSA photographers shall be cleared by the GSA Building Manager. This clearance shall be limited to nonsecure and nonrestricted areas of the building, consistent with the functions and responsibilities of the GSA.

5. Holders of valid photographer passes are not required to have property passes for removal of photographic equipment from the building.

L. HOSTAGE AND TERRORIST ACTIVITY WITHIN THE PENTAGON

1. General. Hostage and terrorist activities have been on the increase since 1972. Proper planning and preparation for such activities is required to preclude uncoordinated impulsive actions that may endanger unnecessarily human lives.

2. Responsibilities

a. The Director, WHS, shall provide overall administration and coordination.

b. The Federal Bureau of Investigation (FBI) shall assume primary responsibility for negotiating with hostage takers.

c. The GSA Federal Protective Service shall provide required support.

d. The GSA building manager shall provide personnel to control utilities in the affected area.

e. The Defense Telephone Service shall provide telephone communications support.

f. The U.S. Army Health Clinic shall render required medical service.

3. Procedures

a. If a hostage or terrorist incident occurs within the Pentagon, the person having first-hand knowledge of the incident shall notify immediately the FPSO by calling extension 74151 and providing the following information:

- (1) Location of the incident.
- (2) Number of hostage takers.
- (3) Type of weapons with which hostage takers are armed, if known.
- (4) The number of hostages held and their physical condition, if known .

b. The FPSO shall, in turn, notify their headquarters, the FBI, and the PSD by calling extension 55052.

c. The PSD, shall notify the following:

- (1) Organization of the Joint Chiefs of Staff Security Office.
- (2) National Military Command Center.
- (3) National Military Intelligence Center.
- (4) Army Operations Center.
- (5) Navy Security Office.
- (6) Air Force Security Office.
- (7) U.S. Army Health Clinic.
- (8) Office of the General Counsel, DoD.
- (9) Defense Intelligence Agency.

d. The FPSO, in conjunction with the PSD, shall:

- (1) Proceed **immediately** to the scene and cordon off the area in which the hostages are being held.
- (2) If necessary, evacuate the offices or **rooms** on either side and on top and below the office or room in which the hostages are being held. These areas shall also be cordoned off and patrolled by the FPSO.
- (3) Take over an office in the **immediate** vicinity and establish a **command** post.
- (4) Establish lines of **communication**.

e. Once the **command** post has been established, the following offices shall be contacted to provide a representative to the **command** post to remain there until the emergency has terminated:

	<u>Extension</u>
(1) Defense Telephone Service	52121
(2) GSA Building Manager	77351
(3) Building Administrator, Pentagon Area	57270
(4) U.S. Army Health Clinic	51037

f. The Director, PSD, shall attempt to make contact with the hostage takers until such time as the FBI arrives and assumes primary responsibility for the rescue operation. The Director, PSD, and the FPSO shall then assume secondary support roles.

PROCEDURES FOR PENTAGON SECURITY

A. DOD BUILDING PASS SYSTEM

1. Responsibilities

a. The DoD Component requesting a building pass for an individual shall assure that the applicant has a definite requirement for access to the Pentagon or to all DoD-occupied buildings in the National Capital Region (NCR).

b. Each passholder is responsible for exercising every precaution to safeguard his or her pass. Appropriate disciplinary action shall be taken against offenders by the responsible DoD Component in instances involving negligent loss, willful destruction or alteration, misuse, or failure to report immediately the loss of a building pass to their supervisor and to the Building Pass Branch at extension 52265.

2. Types of Building Passes

a. Permanent Pass (DD Form 1466). This pass is issued to DoD personnel, other authorized federal government personnel, DoD consultants. DoD contractor personnel, university instructors conducting classes for DoD personnel, concession employees, and news and related media representatives who work regularly or frequently (at least 3 days weekly) in DoD buildings. These passes shall be issued only to U.S. nationals, immigrant aliens, and foreign exchange officers. Passes issued to foreign exchange officers must be requested by the respective Military Department or Defense Intelligence Agency foreign liaison office. A favorable Entrance National Agency Check (ENTNAC), National Agency Check (NAC), or NAC with Written Inquiries (NACI) is required for each U.S. national issued a permanent pass. A favorable Background Investigation (BI) is required for issuance to immigrant aliens. The pass shall indicate on its face that it is for access to the "PENTAGON" or "ALL DOD" buildings. Expiration date for permanent passes issued to DoD personnel shall normally be 4 years from date of issue except when conditions known at the time of the request indicate an earlier expiration date, such as a temporary or contract employee of the Department of Defense whose tenure is for a specific time period. Passes issued to other categories of personnel shall expire 1 year from date of issue, unless circumstances warrant an earlier expiration date. A permanent pass may be withdrawn at any time by the issuing DoD Component.

b. Temporary DoD Building Pass (DD Form 1469). This pass grants access to individuals to enter a specific DoD-occupied building where their presence is required for a limited period of time not to exceed 120 days. DoD Components may also request issuance of a temporary pass to a new employee awaiting completion of an ENTNAC, NAC, NACI, or BI. If the results are unfavorable, the pass shall be withdrawn immediately by the issuing authority. Temporary passes shall be recognized as appropriate identification for use of DoD bus transportation; however, personnel possessing a temporary pass are not authorized to escort visitors into the building. DoD Building Pass Request (DD Form 2249) must be submitted by the requesting DoD Component to the Building Pass Branch, PSD, WHS.

c. Visitor Passes. There are two types of visitor passes, escort and nonescort, that shall be used for conducting DoD business in the Pentagon. Visitor passes shall be issued for one entry and shall be returned to the FPSO at point of issue. All visitors shall be the responsibility of the DoD Component requesting their admittance.

(1) Escort Required Visitor DoD Building Pass (DD Form 1470-1). A pass for visitors having infrequent business with specific individuals or offices. Such visitors shall be issued this pass by the FPSO at point of entry from 1800 hours to 0700 hours, Monday through Friday, and 24 hours on Saturdays, Sundays, and holidays. These visitors shall be escorted at all times by a properly identified escort provided by the office being visited.

(2) Nonescort Visitor Building Pass (DD Form 1470). These passes may be issued to designated individuals having infrequent business with specific individuals or offices. Written requests containing detailed justification for its issue shall be forwarded by the requesting DoD Component to the Director, PSD, Directorate for SM&S, WHS, for approval and issuance of the pass.

d. Press Passes. These passes are issued by the Director, PSD, Directorate for SM&S, WHS, by prior agreement-and coordination with the Office of the Assistant Secretary of Defense (Public Affairs) (OASD(PA)) and are valid for access to the building from 0700 hours to 1800 hours, Monday through Friday, except holidays.

e. Acceptance of Credentials from Other Agencies. Representatives of the following agencies may be admitted to the Pentagon at any time upon presentation of their official agency credentials:

- (1) Federal Bureau of Investigation.
- (2) Military Intelligence (Army).
- (3) Naval Investigative Semite.
- (4) Office of Special Investigations (Air Force).
- (5) Secret Service (Treasury Department).
- (6) Criminal Investigation Command (Army).
- (7) Defense Investigative Service.
- (8) GSA identification cards.
- (9) Chesapeake and Potomac Telephone Company identification cards.
- (10) Defense Criminal Investigative Service.

f. Uniformed Services Identification and Privilege Card (DD Form 1173). A current valid DD Form 1173 may be used to gain admittance to the Pentagon, Monday through Friday, except holidays, from 0700 hours to 1800 hours. This card, annotated "For admittance to the Pentagon only,"* may also be issued to a limited number of foreign civilian employees or couriers requiring frequent (at least 3 times weekly) access.

g. Valid U.S. Government-issued Photographic Identification Cards. Photographic identification cards issued by any U.S. Government agency are recognized for access to the Pentagon, Monday through Friday, except holidays, from 0700 hours to 1800 hours.